

June 15, 2004

Epi in Action Committee
Training and Education Center
Utah Department of Health
PO Box 141011
Salt Lake City, UT 84114-1011

To Whom It May Concern:

Re: Epi In Action

I would like to nominate Jane Doe, from Local Health Department B, for the Epi In Action training from Nov. 30 through Dec. 10, 2004. Jane is currently the communicable disease nurse for our local health department. Due to our health department's small staff, Jane is responsible for some epidemiological duties. Jane needs additional training to increase her capabilities in the epidemiological area. In an outbreak situation Jane would be responsible for leading a team involved in contact tracing and case investigation as outlined in our Local Emergency Response Plan. Jane will have access to a laptop for this training. She will be able to attend the full 10-days of training with no conflict from her job duties. Our agency will pay for all travel, room and board for the duration of the training. This training opportunity will increase our surveillance and monitoring capacity as well as our capacity to investigate/diagnose health threats in our community.

Thank you for this opportunity,

Mr. Jones
Health Officer
Local Health Department B